

14 November 1947

MEMORANDUM TO: Executive for Administration and Management

SUBJECT: Information to be Discussed With Other Government
Agencies

1. Although you have given me verbal approval to proceed on this particular matter, I felt that it might be advisable to have this request passed to your office once again for forwarding to Inspection and Security for clearance.

2. The following in general is the nature of information to be discussed. An initial meeting on this subject was approved and held at the Bureau of Budget on 22 September 1947. The following people were present and will be recontacted:

Mr. Marshall S. Wright
Technical Assistant to the Chief
Office of Plant and Operations
Department of Agriculture
Washington 25, D.C.

Mr. Guillermo Medina
Principal Engineer
Hydrographic Office
Navy Department
Suitland, Maryland

Lt. Col. Albert G. Foote
Commanding Officer
Aeronautical Chart Service
Air Transport Command
36th AAFBU
Gravelly Point, D.C.

Mr. Burton W. Adkinson
Chief, Division of Maps
Library of Congress
Washington 25, D.C.

Mr. H. E. Spittal
Army Map Service
6500 Brooks Lane
Washington 25, D.C.

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Mr. Albert A. Stanley
Chief, Geographic Section
Coast and Geodetic Survey
Department of Commerce
Washington 25, D.C.

Mr. Robert H. Randall
Estimates Division
Survey and Mapping
Bureau of the Budget
Washington, D.C.

3. The Central Intelligence Agency has charged the Graphic Materials Division of its Reference Center with the responsibility for the development, coordination, efficient maintenance, and direction of an extensive central reference file of graphic information. This information will be used as a positive aid in the conduct of intelligence research and evaluation missions within various organizational components of Central Intelligence Agency and other participating intelligence agencies. This responsibility encompasses the problem of establishing systems for cataloging and otherwise classifying such materials that are now held in efficient but varying systems in the different agencies so that they will be known and readily accessible from the information contained in a comprehensive centralized file.

4. The Pictorial, Map and Film Sections of the Division are working to develop a coordinated system for identifying, cataloging and indexing this material so that appropriate graphic holdings may be entered into a central index. A machine record of punch-card system is contemplated so that the many capabilities of a machine system may be utilized for file search and maintenance. Progress so far indicates that the program is entirely feasible and will be a valuable aid to those needing graphic materials. It will indicate the extent and substantive content of those files and holdings the information on which has been processed into the Reference Center's index. It will provide, for all material indexed, the proper identification as used by the holding agency and will supply other pertinent information which will eliminate unnecessary demands upon these agencies with an attendant saving in time and material for all concerned.

5. It is realized that the program is full of possibilities for rendering an efficient service in the graphic field and that millions of items (maps, photos and films) are involved. The magnitude of the job is not discouraging as the process of adding to the information in the records will be a continuing one. Local government holdings now in various agencies will serve as pilot studies and other holdings can be processed as the Graphic Materials Division's capacity for so doing will permit. In extensive collections, the processing would be done in fields of priority intelligence interest and thus enable the program to be productive at an early stage of its development. Preliminary surveys indicate the possibility of recording

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much of this information directly from the various accessions lists and catalogs available. This is particularly fortunate where these lists will keep the information current on those agencies issuing such lists. It will enable the system to render appreciable services while still growing.

6. While cooperation of the agencies involved is essential, the program is laid out on a policy which recognizes the inability of these agencies to devote extensive time and/or personnel to participate in its development. Every effort is being made to avoid disrupting the routine of these agencies and it is expected that no more time will be involved than the consideration these agencies extend to the regular users of their services.

7. In the Map Section, it is planned to incorporate all pertinent information regarding the map holdings of governmental and private agencies into a consolidated machine records file which will retain the identity of the holding agency. The file would be set up on a geographical area basis, the code for which will also serve the film and photo records. Within the areas concerned the cards would be filed by types as general, part, set maps, or city plans (in that order) by subjects classified as topographic, economic, aeronautical, hydrographic, etc. An eighty column I.B.M. card is contemplated, on which the following information will be punched, usually in code:

Geographical area	Coded
Type (general, part, set, city plan) . .	Coded
Subject (topographic, economic, etc.) .	Coded
Authority (H. O., AMS, GSGS, etc.) . .	Coded
Scale	
Holding Agency	Coded
Map number, series number, book, document or area cross-referenced	Used as needed
Name or Title	As given
Significant Date	No code
Secondary description	Usually coded
(to supplement "Subject" by indicating roads, RR's, etc. where these might appear on a map primarily carried as aeronautical, etc.)	
Text	English, Russian, etc.
Reproduction (litho, etc.)	Coded
Classification	Secret, Confidential, etc.

8. Supplementary or follow-cards will be used in which a 3x5 in. area will be blank. This card will be used to expand the standard card when necessary. It will retain necessary punching for machine processes and the

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remainder of the card will be blank to permit use for manual typing or "Taxograph" reproduction of 3x5 cards such as used by the MI Library.

9. It is expected that this system will provide a comprehensive record of graphic information available for government use. It will tell what is available where, in what form, and identify it in the same manner as the holding agency does. The system will utilize the capabilities of machine processes for file search, analysis and tabulations. The time saved the different offices needing graphic material will be of considerable value in eliminating unnecessary personal search through the various files. The experience gained by personal search is not readily passed on to others, whereas the service available from a comprehensive consolidated record will be permanently available for all users without regard to their familiarity with maps and holding agencies.

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Acting Chief
Reference Center